# **BOARD OF COUNTY COMMISSIONERS**

# **AGENDA ITEM SUMMARY**

Meeting Date: 5/19/04	;		Division	: Public Safety
Bulk Item: Yes X No		Departm	ent: Solid Was	te Management
AGENDA ITEM WORD Sweetwater Environm transportation, and dis	ental, Inc. for t	he transfer, col		
ITEM BACKGROUND: for the convenience o bids/proposals resulte summary sheet. It is met at the price per ga	f its Citizens sind d in the submis believed that the	ce the landfills ession of bids as	closed. A rec s outlined or	ent request for the attached
PREVIOUS RELEVANT extension, and assignment request for bids/propositions.	ients. Approval, a	mong other iten		racts, renewals, and advertise a
CONTRACT/AGREEME	NT CHANGES: Th	is is a new contr	act.	
STAFF RECOMMENDA	NONS: Approval		<del> </del>	
TOTAL COST: \$600,00	O	BUDGETEL	e Yes X	No
COST TO COUNTY: \$6	00,000	SOURCE OF FUN	DS: Sludge/seg	otage tipping fees
REVENUE PRODUCING	: Yes _ No <u>X</u>	AMOUNT P	ER MONTH	YEAR N/A
APPROVED BY: Coun	ty Atty <u>X</u> / OMB	/Purchasing X/	Risk Manage	ment <u>X</u>
ITEM PREPARED BY:	Carol A. Cobb,	<i>Jylyly 74/03</i> Sr. Administrato	r Solid Waste	Management
DIVISION DIRECTOR A	PPROVAL:	James R. "	Reggie" Paros	5/4/2004
DOCUMENTATION: Inc	cluded X	To Follow	Not Require	d
DISPOSITION:Revised 1/03			AGENDA ITE	m # <u>D</u> U

#### ADMINISTRATIVE SERVICES DEPARTMENT

# PURCHASING OFFICE TABULATION SHEET

OPEN DATE: APRIL 28, 2004 AT 11:00 AM

TITLE: REQUEST FOR BIDS OR PROPOSALS FOR THE TRANSFER, COLLECTION, STORAGE, TREATMENT, TRANSPORTATION, AND DISPOSAL OF SLUDGE/SEPTAGE MONROE COUNTY, FLORIDA BID-SWD-119-247-0-2004/PUR

BID BOND	QUANTITY RANGE IN GALLONS	UNIT PRICE PER GALLON
CASHIER CHECK \$150,000.00	01 - 1,000,000 1,000,001 - 2,000,000 2,000,001 - 3,000,000 3,000,001 - 4,000,000 4,000,001 - 5,000,000	.22 CENTS .21 CENTS .20 CENTS .19 CENTS .18 CENTS
YES 5% BID BOND	GREATER THAN 5,000,001 01 - 1,000,000	.17 CENTS N/A N/A
	2,000,001 - 2,000,000   2,000,001 - 3,000,000   3,000,001 - 4,000,000   4,000,001 - 5,000,000   GREATER THAN 5,000,001	0.258 0.23 0.22 0.20
	BOND CASHIER CHECK \$150,000.00	CASHIER CHECK \$150,000.00  1,000,001 - 2,000,000  2,000,001 - 3,000,000  3,000,001 - 4,000,000  4,000,001 - 5,000,000  GREATER THAN 5,000,001  YES 5% BID BOND  01 - 1,000,000  1,000,001 - 2,000,000  2,000,001 - 3,000,000  3,000,001 - 4,000,000  4,000,001 - 5,000,000

<u>Bid Committee Present</u>: Lisa Ernst Cherry and Carlos Victores - Purchasing. Carol Cobb - Solid Waste Mangement Members of the <u>Public Present</u>: Robert Gurn - Sweet Water and Les Kemp - Synagro.

I hereby certify that this is a true and correct copy of said bid opening and that all bidders listed above have been checked against the State of Florida Convicted & Suspended Vendor listings. All bids listed above were received by the date and time specified.

Bid Opened By: Lisa Ernst Cherry, Purchasing Supervisor

# AGREEMENT FOR THE TRANSFER, COLLECTION, STORAGE, TREATMENT, TRANSPORTATION, AND DISPOSAL OF SLUDGE/SEPTAGE GENERATED WITHIN MONROE COUNTY

THIS CONTRACT, entered into this \_\_\_\_\_ day of \_\_\_\_\_\_, 200\_, by and Between the Board of County Commissioners of Monroe County (COUNTY). Florida, and Sweetwater Environmental, Inc. (CONTRACTOR).

WHEREAS, COUNTY desires to have all sludge and septage generated within Monroe County removed and disposed of outside the boundaries of the COUNTY; and

WHEREAS, it has been determined that it is in the best interest of the residents of and visitors to the COUNTY that a contract with a private provider of such services be established, NOW THEREFORE

IN CONSIDERATION OF the mutual promises contained herein, the parties agree as follows:

## TERM OF AGREEMENT:

This agreement shall be for a five (5) year period beginning, June 1, 2004 and ending at 12:00 midnight on May 31, 2009. The term of this agreement shall be renewable in accordance with Section IV.

#### II. PAYMENT:

The COUNTY shall pay the CONTRACTOR on a per month in arrears basis for receiving, transferring, collecting, storing, treating, transporting, and disposing of sludge and septage at the unit price of \$0.20 per gallon. The quantity of sludge and septage handled by the CONTRACTOR each month shall be determined via the COUNTY'S weight scale records for the local haulers who have transported sludge or septage into one of the transfer station locations located on COUNTY property. The CONTRACTOR shall provide a monthly invoice on the 1st day of each month to the Department of Solid Waste Management, and payment shall be made on or about the 1st day of the following month. The CONTRACTOR'S unit price per gallon as set forth herein for the handling, which is inclusive of receiving, transferring, collecting, storing, treating, transporting, and disposing of sludge and septage is based upon an assumed total quantity in the range of 2,000,001 to 3,000,000 gallons of sludge and septage being processed in each contract year. Therefore, in the event the quantity in a range of more than or less than 2,000,001 to 3,000,000 gallons of sludge and septage is handled by the end of any contract year, an adjustment shall be made in the unit price per gallon for the total quantity, to be consistent with the unit price per gallon as originally bid for that specific quantity range on the BIDDER'S MODIFIED BID PROPOSAL FORM. Such adjustment will be made on the CONTRACTOR'S monthly invoice for the twelfth (12th) month of the respective contract year. In the event that funds are partially reduced or cannot be obtained or continued at a level sufficient to allow for the purchase of the services contemplated, then the contract may be terminated immediately at the option of the COUNTY upon written notice of termination being delivered in person or by mail

to the CONTRACTOR. The COUNTY will not be obligated to pay for any services provided by the CONTRACTOR after the CONTRACTOR has received written notice of immediate termination.

Compensation for services agreed to herein *might* be adjusted annually in accordance with the percentage change in the Consumer Price Index for all Urban Consumers (CPI-U) for the most recent 12 months available.

# III. SCOPE OF SERVICES:

A. The CONTRACTOR shall provide all necessary licenses and permits, labor and staffing, equipment, and supplies and materials necessary to receive sludge and septage from local sludge and septage haulers at the designated collection sites, and to store the sludge and septage until transported out of the COUNTY.

B. The CONTRACTOR shall provide all necessary licenses and permits, labor and staffing, equipment, and supplies and materials necessary to transport all sludge and septage from local haulers to a Florida Department of Environmental Protection permitted final disposal site outside the COUNTY'S boundaries.

All transportation activities shall be conducted with properly licensed and insured vehicles and shall be in accordance with all applicable requirements or regulations.

The CONTRACTOR shall have an emergency spill program, approved by the appropriate regulatory agencies, in place prior to initiating any transportation activities. Documentation of this review shall be available from the CONTRACTOR at the request of the COUNTY.

Any agreements with regards to sludge and septage disposal with waste water treatment plants, landowners, or regulatory agencies shall be the exclusive responsibility of the CONTRACTOR.

All necessary permitting, sampling, monitoring, record keeping, and activities related to sludge and septage disposal shall be the exclusive responsibility of the CONTRACTOR.

C. The COUNTY will provide the CONTRACTOR access to power, water, and sanitary facilities at each of the COUNTY'S landfill/transfer station site.

D. The CONTRACTOR shall provide proof that the choice of final disposal site is a Florida Department of Environmental Protection permitted facility.

E. COMPLIANCE WITH LAW: The CONTRACTOR shall promptly observe, comply with and execute the provision of any and all present and future federal, state, and local laws, rules, regulations, requirements, ordinances,

orders, mandatory guidelines, and mandatory directions, which may pertain or apply to the services rendered hereunder.

F. HOURS OF OPERATIONS: At a minimum, the facilities shall be open to the public from 8:00 a.m. to 4:00 p.m., Eastern Time, Monday through Saturday.

Hours of operation may be adjusted only upon mutual written consent of the COUNTY and the CONTRACTOR.

- G. The CONTRACTOR shall assume the responsibilities of the sludge and septage generator as required by regulatory agencies and shall comply with all regulatory requirements that accompany this designation.
- H. The CONTRACTOR shall, at the end of their contract period, remove all provided materials and equipment from the transfer station sites and shall retain possession of same. All debris in the project area shall be cleaned up and returned to its pre-contract condition.

#### IV. RENEWAL:

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The COUNTY shall have the option to renew this agreement after the first five (5) year period, for one (1) additional five (5) year period. The contract amount agreed to herein *might* be adjusted annually in accordance with the percentage change in the Consumer Price Index (CPI) for all urban consumers (CPI-U) for the most recent 12 months available.

V. CONTRACTOR'S LICENSE: The CONTRACTOR shall secure, maintain and pay all applicable fees for any permits and licenses necessary to provide services under this agreement. By signature hereon, the CONTRACTOR warrants that it is authorized by law to engage in the performance of the activities herein described, subject to the terms and conditions set forth in these contract documents. Proof of such licenses and approvals shall be submitted to the COUNTY upon request. The CONTRACTOR has, and shall maintain throughout the term of this contract, appropriate licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

#### VI. INDEPENDENT CONTRACTOR

At all times and for all purposes, the CONTRACTOR, its agents and employees are strictly considered to be independent contractors in their performance of the work contemplated hereunder. As such, the CONTRACTOR, its agents and employees shall not be entitled to any of the benefits, rights or privileges of COUNTY employees. The provider shall at all times exercise independent, professional judgment and shall assume professional responsibility for the services to be provided.

#### VII. STAFFING

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 Since this contract is a service agreement, staffing is of paramount importance. CONTRACTOR shall provide services using the following standards, as a minimum requirement:

- A. The CONTRACTOR shall provide at its own expense all necessary personnel to provide the services under this contract. The personnel shall not be employees of or have any contractual relationship with the COUNTY.
- B. All personnel engaged in performing services under this contract shall be fully qualified, and, if required, to be authorized or permitted under State and local law to perform such services.

#### VIII. HOLD HARMLESS/INSURANCE REQUIREMENTS:

The CONTRACTOR covenants and agrees to indemnify and hold harmless Monroe County Board of County Commissioners of Monroe County from any and all claims for bodily injury (including death), personal injury, and property damage (including property owned by Monroe County) and any other losses, damages, and expenses (including attorney's fees) which arise out of, in connection with, or by reason of services provided by the CONTRACTOR or any of its subcontractor(s) in any tier, occasioned by the negligence, errors, or other wrongful act of omission of the CONTRACTOR or its subcontractors in any tier, their employees, or agents.

The extent of liability is in no way limited to, reduced, or lessened by the insurance requirements contained within this agreement.

Prior to execution of this agreement, the CONTRACTOR shall furnish the Owner Certificates of Insurance indicating the following coverages or in excess thereof, and naming Monroe County Board of County Commissioners as an additional insured on all except Workers Compensation:

- Workers Compensation in the amount of statutory limits:
- Employers Liability with \$1,000,000.00 per person, \$1,000,000.00 per occurrence, \$1,000,000.00 property damage;
- General Liability (Premises operations, blanket contractual, expanded definition of property damage, products, and completed operations, personal injury) with \$500,000.00 per Person, \$1,000,000.00 per occurrence, \$100,000.00 property damage, or \$1,000,000.00 combined single limit;
- Vehicle Liability with \$500,000.00 per Person, \$1,000,000.00 per occurrence, \$100,000.00 property damage, or \$1,000,000.00 combined single limit;
- Pollution Liability with \$1,000,000.00 per occurrence, \$2,000,000.00 aggregate;
- Installation Floater in an amount equal to the maximum value of equipment installed;
  - Transporter with \$1,000,000.00 (requiring MCS-90).

#### IX. NON-DISCRIMINATION:

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The CONTRACTOR shall not discriminate against any person on the basis of race, creed, color, national origin, sex or sexual orientation, gender identity or expression, familial status, age, disability, or any other characteristic or aspect which is not job related when recruiting, hiring, promoting, terminating or any other area affecting employment under this agreement. At all times, the CONTRACTOR shall comply with all applicable laws and regulations with regard to employing the most qualified person(s) for positions under this agreement. Additionally, the CONTRACTOR shall not discriminate against any person on the basis of race, creed, color, national origin, sex or sexual orientation, gender identity or expression, familial status, age, disability, financial status or any other characteristic or aspect in regard to providing services hereunder.

#### X. INSPECTION OF BOOKS AND FACILITIES/AUDIT/ACCOUNTING:

The CONTRACTOR shall maintain the financial records in accordance with generally accepted accounting principles, and allow the COUNTY to inspect its books and records and the facilities at any reasonable time. In addition, the CONTRACTOR shall, at its expense, provide the COUNTY with an annual audit prepared by an independent Certified Public Accountant. CONTRACTOR shall retain all records pertaining to this agreement for a period of five (5) years after term expires.

#### XI. PUBLIC RECORDS

The CONTRACTOR shall comply with the Public Records laws of the State of Florida, subject to any provisions providing exemption from disclosure.

#### XII. BREACH OF TERMS BY CONTRACTOR

The passing, approval, and/or acceptance by the COUNTY of any defect in the services furnished by the CONTRACTOR, shall not operate as a waiver by the COUNTY of strict compliance with the terms of this Contract, and specifications covering the services. COUNTY may immediately terminate the Agreement due to any violations by CONTRACTOR of criminal statutes. Any other CONTRACTOR breach of this agreement shall be governed by the article above on termination for cause.

The CONTRACTOR agrees that County representatives may visit the facilities periodically to inspect CONTRACTOR'S maintenance of the premises. The CONTRACTOR agrees that County representatives may visit the facilities periodically to conduct random open file evaluations during the CONTRACTOR'S normal business hours.

#### XIII. TERMINATION WITHOUT CAUSE:

The COUNTY or CONTRACTOR may terminate this agreement without cause by providing the other party with written notice of termination at least one hundred eighty (180) days prior to the date of termination.

#### XIV. TERMINATION WITH CAUSE:

The COUNTY may terminate this agreement for cause if the CONTRACTOR shall default in the performance of any of its obligations under this agreement, and same is not corrected to the satisfaction of the COUNTY within fifteen (15) days after the COUNTY provides the CONTRACTOR with written notice of said default.

In the event that funds are partially reduced or cannot be obtained or continued at a level sufficient to allow for the purchase of the services contemplated, then the contract may be terminated immediately at the option of the COUNTY upon written notice of termination being delivered in person or by mail to the CONTRACTOR. The COUNTY will not be obligated to pay for any services provided by the CONTRACTOR after the CONTRACTOR has received written notice of immediate termination.

#### XV. ASSIGNMENT:

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The CONTRACTOR shall not assign or subcontract its obligations under this agreement, except in writing and with the prior written approval of the Board of County Commissioners of Monroe County. This paragraph shall be incorporated by reference into any assignment or subcontract and any assignee or subcontractor shall comply with all of the provisions of this agreement. Unless expressly provided for therein, such approval shall in no manner or event be deemed to impose any additional obligation upon the board.

#### XXVI. COMPLIANCE WITH LAW

In providing all services/goods pursuant to this agreement, the CONTRACTOR shall abide by all statutes, ordinances, rules and regulations pertaining to, or regulating the provisions of, such services, including those now in effect and hereinafter adopted. Any violation of said statutes, ordinances, rules and regulations shall constitute a material breach of this agreement and shall entitle the Board to terminate this contract immediately upon delivery of written notice of termination to the CONTRACTOR. The CONTRACTOR shall possess proper licenses to perform work in accordance with these specifications throughout the term of this contract.

#### XVII. DISCLOSURE AND CONFLICT OF INTEREST

- A. The CONTRACTOR represents that it, its directors, principles and employees, presently have no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required by this contract, as provided in Sect. 112.311, et. seq., Florida Statutes.
- B. Upon execution of this contract, and thereafter as changes may require, the CONTRACTOR shall notify the COUNTY of any financial interest it may have in any and all programs in Monroe County which the CONTRACTOR sponsors, endorses, recommends, supervises, or requires for counseling, assistance,

evaluation, or treatment. This provision shall apply whether or not such program is required by statute, as a condition of probation, or is provided on a voluntary basis.

# XVIII. FINANCIAL RESPONSIBILITY

The CONTRACTOR shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The CONTRACTOR further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this contract.

# XIX. NOTICE REQUIREMENT

Any notice required or permitted under this agreement shall be in writing and hand delivered or mailed, postage prepaid, to the other party by certified mail, return receipt requested, to the following:

# FOR COUNTY:

James R. "Reggie" Paros, Director Monroe County Public Safety Division Marathon Airport 9400 Overseas Highway, Suite 200 Marathon, FL 33050

# FOR CONTRACTOR:

 James A. Jalovec, President Sweetwater Environmental, Inc. P. O. Box 370170 Milwaukee, WI 53237-1270

# XX. TAXES

The COUNTY is exempt from payment of Florida State Sales and Use taxes. The CONTRACTOR shall **not** be exempted by virtue of the COUNTY'S exemption from paying sales tax to its suppliers for materials used to fulfill its obligations under this contract, nor is the CONTRACTOR authorized to use the COUNTY'S Tax Exemption Number in securing such materials. The CONTRACTOR shall be responsible for any and all taxes, or payments of withholding, related to services rendered under this agreement.

#### XXI. GOVERNING LAWS

This Agreement is governed by the laws of the State of Florida. Venue for any litigation arising under this Agreement must be in Monroe County, Florida. In the event of any

litigation, the prevailing party is entitled to attorney's fees and costs. The parties waive their rights to trial by jury.

# XXII. PUBLIC ENTITY CRIME STATEMENT:

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a CONTRACTOR, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, F.S. for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

### XXIII. AUTHORIZED SIGNATORY:

The signatory for the CONTRACTOR, below, certifies and warrants that:

(a) The CONTRACTOR'S name in this agreement is its full name as designated in its corporate charter.

(b) He or she is empowered to act and contract for CONTRACTOR.

(c) This agreement has been approved by the CONTRACTOR'S Board of Directors.

Further, CONTRACTOR shall, upon execution of this agreement, provide proof of incorporation and a list of its Board of Directors.

XXIV. ENTIRE AGREEMENT:

This agreement constitutes the entire agreement between the COUNTY and the CONTRACTOR for the services contemplated herein. Any amendments or revisions to this agreement must be in writing and be executed in the same manner as this agreement.

i	IN WITNESS WHEREOF the parties he	ereto have executed this Agreement on the day				
2	and date first written above in four (4) counterparts, each of which shall, without proof or					
3	accounting for the other counterparts, be deemed an original contract.					
4		•				
5						
6	(SEAL)					
7		DOADD OF COUNTY COMMISSIONEDS				
8	AUU DANNY L KOLLAGE OLEDIK	BOARD OF COUNTY COMMISSIONERS				
9	Attest: DANNY L. KOLHAGE, CLERK	OF MONROE COUNTY, FLORIDA				
10	Dv:	Due				
11 12	By: Deputy Clerk	By: Mayor/Chairman				
13	beputy olerk	wayon on airman				
14						
15	(SEAL)					
16	()					
17		CONTRACTOR				
18	Attest:					
19	By:	By:				
20	WITNESS					
21	Title:	Title:				
22						
23						
24	By:					
25						
26	Title:					

MONROE CCUNTY ATTORNEY
APPROVED AS 10 FORM:
SDZANNEJA, HOTTON
ASSISTANT COUNTY ATTORNEY
Date

#### **NON-COLLUSION AFFIDAVIT**

	of the city of MUSKEGO WISCONSINO according to my oath, and under penalty of perjury, depose and say that:			
1. la	of the firm of <u>SUCETWATER ENVIRONMENTAL INC.</u> the dder making the Proposal for the project described in the Notice for Calling for Bids for:			
1	MONROE COUNTY.			
2. le	executed the said proposal with full authority to do so.			
co	ne prices in this bid have been arrived at independently without collusion, consultation, mmunication or agreement for the purpose of restricting competition, as to any matter tating to such prices with any other bidder or with any competitor.			
be	Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor.			
pa	No attempt has been made or will be made b the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition.			
<ol> <li>The statements contained in this affidavit are true and correct, and made with full knowledge that Monroe County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.</li> </ol>				
	(Signatule of Bidder) (Date)			
	(Signature of Bidder) (Date)			
STATE	E OF: Wisconsin ITY OF: Milwanbee			
PERS	ONALLY APPEARED BEFORE ME, the undersigned authority, JAMES A. JALOUEC			
vho, (	)providing proof of identity, or being personally known to me, and			
	been first sworn by me, affixed his/her signature in the space provided above on this			
2477	day of Ciptil 2004.			
	Pauline Geto NOTARY PUBLIC			
Лу Со	mmission Expires: October 16, 2005			

# SWORN STATEMENT UNDER ORDINANCE NO. 10-1990 MONROE COUNTY, FLORIDA

ETHICS CLAUSE
Sweetwater Environmental warrants that he/fit has not employed, retained of
otherwise had act on his/its behalf any former COUNTY officer or employee in violation of Section
2 of Ordinance No. 10-1990 or any COUNTY officer or employee in violation of Section 3 of
Ordinance No. 10-1990. For breach or violation of this provision the COUNTY may, in it
discretion, terminate this contract without liability and may also, in its discretion, deduct from the
contract or purchase price, or otherwise recover, the full amount of any fee, commission
percentage, gift, or consideration paid to the former COUNTY officer or employee.
(Signature)
4-24 ou
(Date)
STATE OF WISCONSIN
COUNTY OF Milwankee
PERSONALLY APPEARED BEFORE ME, the undersigned authority  TAMES ATALINES who, after first being sworn by me, affixed his/her signature (name of individual signing) in the space provided above on this 24 th day of Capacil.  20 4.  NOTARY PUBLIC
My commission expires: October 16, 205
OMB – MCP FORM #4  PAULINE LETO  OF WISCOMMENT  OF

#### DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

SWEET WATER ENVIRONMENTAL, THE.
(Name of Business)

- 1. Publishes a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2. Informs employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3. Gives each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4. In the statement specified in subsection (1), notifies the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or note contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- Imposes a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
- 6. Makes a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

4-24-04 Date